

78-2037

17 July 1978

MEMORANDUM FOR: Director of Personnel
FROM: Director of Central Intelligence
SUBJECT: Recruitment and Career Guidance

1. Can you give me a statistical breakdown of the number of new hire applicants processed by recruiting versus the number accepted by the Directorates for employment; within that number, the number of each type of minority; and a breakdown of each of the previous statistics by Directorate, i.e., what percentage of applicants referred to each Directorate were accepted as an overall figure and by minorities.

2. I'd appreciate either a memo or a brief talk with our chief recruiter on how we handle ourselves on college campuses. Two things are of particular interest to me:

a. Do we go on the campuses during the normal "career days" type activity when commercial firms set up booths and recruit?

b. Do we get to the college campuses, especially those from which we are particularly anxious to recruit because they have people with qualifications we are anxious to obtain, early in the game, i.e., in the fall rather than well into the spring when the students have pretty well cast their lot?

3. What kind of a program do we have in the various Directorates to give career guidance to our employees? If I'm a brand new GS-05 secretary, how do I get advice as to what I must learn in order to progress up the scale? How do I know what I can aspire to over a career with the Agency? Do we have specific guidance counselors? If so, how are they selected, what grades do they usually hold, etc.?


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